

*Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System****In this issue...****Incentives and Recognition: Yes, they are a part of Performance Management & Total Compensation!**Update on Immigration Reform**Performance Management**Job Evaluation Personnel Certification Program (PCP) Training Scheduled**Total Compensation Advisor Council (TCAC) open for new members**Selection Personnel Certification Program (SPCP)**Alternative Dispute Resolution and the State Employee Mediation Program**General Announcements*[\*Read or Print the Entire Advisor\*](#)***INCENTIVES AND RECOGNITION: YES, THEY ARE A PART OF PERFORMANCE MANAGEMENT AND TOTAL COMPENSATION!***

Most Colorado state employees were eligible to receive achievement pay beginning on July 1, 2008, but managers and supervisors can still do more in recognizing any of their employees for a job well done throughout the year. The great thing about these kinds of reward is they do not always have to be monetary. Monetary and non-monetary awards, such as movie tickets, gift certificates or other tangible rewards, are great tools for supervisors to not only recognize but to also augment performance awards. Managers and supervisors are encouraged to use incentives and recognition as part of overall performance and compensation management throughout the year – not just when performance evaluations are due. [\*Read or Print This Article\*](#)

***UPDATE ON IMMIGRATION REFORM***

Immigration reform has led to some changes in the way that department human resource offices must handle I-9 documentation for state employees. The purpose of this article is to clarify some of the issues that recently have surfaced. [\*Read or Print This Article\*](#)

***PERFORMANCE MANAGEMENT***

A performance audit of DPA and the State Personnel Board was conducted by the Colorado Office of the State Auditor (SAO) and a report issued in June 2005. One of the areas reviewed was the performance planning and evaluation process across the State Personnel System. [\*Read or Print This Article\*](#)

***TOTAL COMPENSATION ADVISOR COUNCIL (TCAC) OPEN FOR NEW MEMBERS***

The State of Colorado has three openings for the Total Compensation Advisory Council (TCAC). [\*Read or Print This Article\*](#)

***SELECTION PERSONNEL CERTIFICATION PROGRAM (SPCP)***

DPA offers an on-line *Selection Personnel Certification Program (SPCP)* to HR Specialists in the state. The program is currently experiencing a surge in activity with 13 state HR Specialists being certified since July 2007, and approximately 20 more specialists throughout the state working on quizzes and practicum, hopefully to be completed by the end of this year. [\*Read or Print This Article\*](#)

***ALTERNATIVE DISPUTE RESOLUTION AND THE STATE EMPLOYEE MEDIATION PROGRAM***

Experienced supervisors and managers know that workplace conflicts are extremely common, unreasonably time-consuming, often demoralizing to both participants as well as “innocent-bystander” coworkers, and in many cases, expensive. Costs may accrue directly, as when conflicts become formal legal battles, or more typically accrue indirectly (but equally problematically) when a conflict consumes

significant employee and management time, diminishes productivity, poisons the interpersonal atmosphere, and drives up absenteeism and turnover. Employees commonly perceive only two potential paths in workplace conflict: addressing the conflict as a “win-lose” battle via the grievance process or the legal system, or keeping the conflict “underground”, i.e., indirectly but destructively expressed, with adverse impacts as described above. [Read or Print This Article](#)

#### **GENERAL ANNOUNCEMENTS**

##### ***JOB EVALUATION PERSONNEL CERTIFICATION PROGRAM (PCP) TRAINING SCHEDULED***

PCP Job Evaluation training is scheduled for September 22 and 23, 2008. Both days of training will be held at 1313 Sherman Street, downtown Denver at the Centennial Building in room 318 from 9:00am to 4:00pm. This 2-day course is required for human resource employees performing job evaluation functions and seeking PCP certification. The course covers the principles of job evaluation, the job evaluation system and factors used in evaluating jobs, the content of the position description questionnaire (PDQ), and several practical exercises in evaluating PDQ's. Please contact Carmen Schrimpscher at 303-866-2391 or email [Carmen.Schrimpscher@state.co.us](mailto:Carmen.Schrimpscher@state.co.us) to register.

Consulting Services welcomes its newest team member, Kurt Beerline, Ph.D. into its group. Kurt brings extensive experience in the areas of performance management, assessment, and leadership development. He has worked for county and city governments providing educational programs and process improvement, coaching and consulting. Kurt has been a professor in higher education and has consulted with the state on various topics. Kurt's talents will be immediately focused on performance management and written objective test development.